

California Environmental Education Interagency Network (CEEIN)
 9:30–11:30 AM, Cal/EPA Building, Room 2540
 Lead: Andrea Lewis
 Facilitator: Zori Lozano-Friedrich
 Notetaker: Brandon Sanders
 Timekeeper: Zori



AGENDA ~ August 19, 2004

	Item	Lead	Time
1.	<u>Check-in and Catch-up</u> <ul style="list-style-type: none"> Welcome and Introductions Review agenda Approve July 15 minutes Update on outstanding action items Distribute "What's New in Your World" 	Andrea	9:30–9:45
2.	<u>Meeting Logistics</u> <ul style="list-style-type: none"> What's New in Your World –dedicated time on the agenda or not? Agenda Format (Meeting groundrules on agenda – Joanne) Length of meeting 9:30 to 11:30 or 12:00 As a reminder...no side conversations during the meeting 	Andrea	9:45 – 10:05
3.	<u>Committee Reports and Discussion</u> Administration & Organization (25 min) <ul style="list-style-type: none"> Committee Responsibilities CEEIN MOU Signing CD's Committee Restructure Proposal Section #5 of Procedural Handbook Committee Sign-ups Circulate Phone Roster Leadership & Legislation (15 min) <ul style="list-style-type: none"> AB 1548 Update Communications (20 min) <ul style="list-style-type: none"> Energy & Atmosphere Compendium (Ed Wong) CEEIN Brochure CSTA Conference/Booth Public–Private Partnerships <ul style="list-style-type: none"> JCEC (See #4) Creek Week... (Lead?) 	Committee Chairs Joanne Andrea Carolyn Karen	10:05 to 11:05

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4.	JCEC Update	Kris and Janice	11:05 – 11:15
5.	<u>Pending Items/Parking Lot</u> <ul style="list-style-type: none"> • EAST Program (Joyce Hinkson/CDE) • Diversity Committee • Handbook's Graphic Image • Videos! 	Andrea	11:15 – 11:20
5.	Meeting Wrap-up <ul style="list-style-type: none"> • Clarify Action Items • Develop September meeting agenda • Evaluate meeting 	Zori	11:20–11:30

Groundrules

CEEIN Members shall adhere to the following meeting ground rules to ensure meetings run smoothly and efficiently:

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 11 CEEIN Members is needed to hold a meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the following meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.